

Manager, Human Resources

Heritage Community of Kalamazoo is a not for profit senior living community that is committed to becoming an employer of choice. This position provides leadership for the Human Resources Department which includes hiring, selecting, engaging and retaining premier talent. Administers human resources programs, policies and procedures including recruitment and selection, benefits planning and administration, compensation including wage surveys and evaluation of data and management of the human resources information system. Designs and creates an HR information dashboard to provide the leadership team with information for decision making that affect Heritage operations. Provides counsel and advises staff and leadership on issues that may include staffing and performance management.

Bachelor's degree in human resources, business or related field. Master's and PHR or SPHR certification desirable. A minimum of five years' experience in administering and/or managing HR programs including recruitment and selection, benefits, compensation and human resources systems is also required. Strong leadership, customer service, communication, conflict resolution and critical thinking skills required.

Apply on-line at www.heritagecommunity.com and click on the Careers tab. Contact Myra Johnson, Vice President, Human Resources at mjohnson@heritagecommunity.com or 269 276-4048 for more information.